



WASHINGTON STATE SENATE

EXEMPT RECRUITMENT ANNOUNCEMENT

STAFF COORDINATOR FOR THE SENATE HIGHER EDUCATION AND WORKFORCE DEVELOPMENT COMMITTEE

Senate Committee Services (SCS) is seeking candidates for the position of Staff Coordinator for the Higher Education and Workforce Development Committee. This position serves in the lead nonpartisan staff role to assist Senators on higher education and workforce development issues, and in coordinating committee operations. This is a full-time, nonpartisan position, exempt from civil service. For more information on Senate Committee Services, please visit our website at: <http://www.leg.wa.gov/Senate/Committees/Pages/default.aspx>.

DUTIES

SCS provides nonpartisan staff support to the members and committees of the Washington State Senate in Olympia, Washington. Duties include:

- Serving in the lead SCS staff role to assist Senators on relevant subject matter issues, oversee other staff assigned to the committee, and coordinate committee operations;
- Performing legal and policy research and analysis;
- Drafting bills, amendments, and other legislative documents;
- Developing and evaluating policy alternatives to assist Senators in meeting their goals;
- Presenting legislation and other policy matters before committees;
- Monitoring and analyzing implementation efforts by state and local government agencies;
- Responding to inquiries on pertinent policy issues; and
- Developing appropriate professional relationships with Senators, other legislative staff, state agency staff, and interest groups.

QUALIFICATIONS

Desirable qualifications include:

- Knowledge of the legislative process;
- Proven ability to perform high-quality, objective research and analysis in a position requiring high levels of self-direction;
- Excellent analytical, writing, problem solving, and oral communication skills;
- A creative, flexible, and service-oriented approach to work;
- Willingness to work long, irregular hours that are common during a legislative session;
- Capability to handle the complex, difficult situations that are common in the fast-paced, high-pressure legislative environment; and
- Proficiency in multiple computer applications, including word-processing software, presentation applications, and on-line research.

EDUCATION

A law degree, master's degree in public administration, public policy, or a related field is desirable. An undergraduate degree is required.

SALARY AND BENEFITS

Salaries for professional legislative staff are competitive. The specific salary will depend on the successful applicant's education and experience.

Employee benefits include: vacation and sick leave; paid state holidays; health, life and other optional insurance; retirement; social security; and military leave.

APPLICATION PROCEDURE

Complete the application form accessed on the [Senate Committee Services Employment and Intern Opportunities](#) webpage. In addition to the required contact information, please submit: (1) a brief letter of interest describing your specific qualifications; (2) a current resume detailing experience and education; (3) a writing sample; and (4) at least three professional references, including one supervisor, with name, current telephone numbers, and email addresses.

These positions are open continuous until filled, but applicants are encouraged to submit materials as soon as possible as screening, interviewing, and selection will begin immediately.

Phone contact: Ariel Kennedy at (360) 786-7432.